

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-14-015

OPEN TO: All interested candidates

POSITION: Financial Analyst
Office of Financial Management

OPENING DATE: April 24, 2014

CLOSING DATE: May 7, 2014

WORK HOURS: Full-time; 40 hours/week

ANNUAL BASIC SALARY: (Min. JD20,401 – Max. JD33,661)
Position Grade Level 11

PLACE OF PERFORMANCE: Amman, Jordan

NOTE: ALL NON-JORDANIAN APPLICANTS MUST PROVIDE THE REQUIRED RESIDENCY AND WORK PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

USAID/Jordan has an immediate vacancy for two Financial Analysts for the Financial Management Office. This is a Personal Services Contract (PSC) position, grade FSN-11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate(s) may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-11 level.

USAID/Jordan will select more than one candidate with this solicitation.

Basic Function:

The incumbent serves as a team member of the Financial Analysts (FA) for USAID/Jordan, one of the largest USAID Missions worldwide. S/he assists in the design, implementation, and financial management of an extremely complex program under the Mission's Development Objectives (DOs), with an annual Operational Yearly Budget (OYB) and a pipeline. Under the general supervision of the Chief Financial Analyst, the FA will provide the full range of financial analysis, evaluation, advisory, accounting and audit management services for programs.

Under the general supervision of the Chief Financial Analyst, the FA will provide the full range of financial analysis, evaluation, advisory, accounting and audit management services for programs. The primary purpose of this position is to 1) perform comprehensive financial analysis on all program areas of the Agency's Foreign Assistance Framework that are assigned to the Financial Analyst, ensuring that financial support and advice is provided to the Mission's Technical Teams. The incumbent 2) serves as member of the Mission Design team to assist in the design and review of new and existing projects, 3) conducts financial reviews and operational analyses of various aspects of Mission internal operations and those of development partners, 4) serves as the AOR/COR on select procurement mechanisms, and 5) supports the USG's annual cash transfers to the Government of Jordan (GOJ) by developing and implementing financial risk mitigation procedures and serving as the liaison between the USG and the GOJ Ministries.

In addition, the incumbent performs lead role in designing, reviewing, and evaluating the mission's Audit Program, Including developing and implementing the Mission's Audit Management Plan, Mission's Recipient Contracted Audit Program, and serving as the liaison between the Mission and external parties Conducts the Annual Mission Risk Assessment and mission internal controls. Maintains advanced records for audits systems.

S/he is also responsible for assisting in building financial, administrative, and managerial capacity of implementing agencies of the Government of Jordan (GOJ), Non-Governmental Organizations (NGOs) and contractors through the performance of assessments and reviews. The Financial Analyst also executes reviews of mission management controls and monitors mission compliance with USAID policy and USG regulatory requirements.

Major Responsibilities:**Financial analysis and support of programs**

The incumbent conducts the full range of analyses, review, and assessments to determine adequate forward funding OYB needs, current fund sufficiency, and the financial viability of awardees to carry out proposed program activities. Also, s/he selects the most suitable financial and implementation methods for the optimum achievement of program results while ensuring financial accountability. A heavy

reliance is placed on the judgment of the Financial Analyst in addressing all activity-related financial issues.

The incumbent reviews project Development Objective Agreements (DOAGs), grants, Implementation Letters (ILs) and other project/activity implementation documents such as Host Country Contracts and Modified Acquisition & Assistance Request Documents (MAARDs), to ensure their consistency with general activity design. Posts financial transactions in Phoenix and in GLAAS. The FA ensures that financial and accounting concerns are adequately addressed, and that they are in conformity with USAID and Mission policies and regulations.

The incumbent acts as a primary liaison between the USAID FMO Office and grantees, DO team members, CORs/AORs, contractors, GOJ officials, for all matters of mutual concern.

The incumbent prepares the financial analysis section of the Project Approval Document (PAD) design document and assists the technical offices in preparing detailed illustrative budgets that represent the U.S. Government cost estimate for all acquisition and assistance procurement transactions.

The incumbent provides guidance to project officers/CORs/AORs in preparing and completing accruals, the de-obligation/re-obligation processes, and planned expenditures.

Pre-award and financial reviews

The incumbent coordinates and conducts assessments of the financial and contracting capability of GOJ implementing agencies for Direct Assistance. S/he conducts financial reviews of USAID implementing partners and pre-award surveys of USAID grantees in order to judge their financial, accounting, internal control, and contracting capabilities, as well as their ability to adequately safeguard U.S. assets. The FA also coordinates the follow-up resolution and final closure of any assessment findings and maintains a status report to monitor open findings and recommendations.

Project Management

The incumbent, as the team leader on pre-award surveys and financial review teams which are multi-office and multi-disciplinary, manages the day to day tasks and operations of the team to accomplish the objective and purpose of the survey or review. In this capacity, s/he leads, guides, and coaches other members of the team in carrying out their duties including providing them with scopes of work, work plans, questionnaires, and templates facilitating decision the decision making process.

Audit Management and Control

The incumbent serves as a Contracting Office Representative (COR) for the audit management programs that are procured by the Mission on annual basis. The incumbent assists in the execution of the mission's audit management program, participates in audit entrance and exit conferences, drafts and/or clears on audit-related

mission correspondence, and follows-up on outstanding audit recommendations. Advises mission managers on recipient-contracted audit requirements. S/he reviews audit report findings, and coordinates with audit firms and the USAID Regional Inspector General to assure the timeliness and appropriateness of mission follow-up actions. The incumbent supports the annual Federal Management Financial Integrity Act (FMFIA) review of management controls. S/he evaluates USAID/Jordan administrative and operating procedures as requested, and makes recommendations to improve administrative systems and controls. The incumbent assists in the implementation of recommendations resulting from such evaluations as approved by the Controller.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Bachelor degree in accounting, finance or business administration is required. **Supporting documentation (i.e. a copy of certificates or degree) must be included in the application for eligibility purposes.**
2. Five years of progressively responsible experience in professional accounting or finance-oriented business management, two of which must be of auditing. Prior U.S. Government and/or USAID financial management experience is highly desirable.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.
4. Skills & Abilities:
 - a. Must have demonstrated the ability to possess excellent interpersonal skills to develop and maintain contacts with high level officials of host country implementing institutions.

- b. Must have demonstrated excellent ability to analyze financial data and assess its reliability and value, detect the financial strengths and weaknesses of projects and organizations, and to make independent judgments regarding the institutional capabilities and the adequacy of accounting systems and controls.
- c. Must be well organized and able to present facts and recommendations in a clear, concise manner, both orally and in writing.
- d. Must have demonstrated expert knowledge of the entire MS Office application suite (Word, Excel, Access, Outlook and PowerPoint) with the availability to navigate the Internet.
- e. Must have demonstrated the ability to work independently with only minimal guidance.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply.

Current internal Mission employees serving a probationary period are not eligible to apply. Interested applicants for this position should submit the below listed forms electronically to Email usaidemployment@state.gov

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Benefits and Allowances:

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances

- 13th & 14th Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6117.